

Subject: ABOLISHED CLASSES

REFERENCES	SECTIONS
Administrative Orders	
Classification and Pay (C & P) Guide	Sec. 130
DGS Department Manual	
Hiring Process	
Human Resources Policy Memos	
Law & Regulation	G.C. 18802
Memo of Understanding (MOU)	
Pay Scales	Footnote 24
Personnel Management Policy and Procedures Manual (PMPPM)	100.10
Payroll Procedures Manual (PPM)	
Responsible Control Agency and Program	Department of Personnel Administration (DPA) State Personnel Board (SPB)
State Administrative Manual (SAM)	
Selection Manual	
SPB/DPA Policy Memos	
Other:	

Subject: Abolished Classes

Definitions:

Classifications no longer being used under the civil service classification system. Abolishment of unused classes is done on a regular basis as a necessary step to maintain the classification system.

Policy: None

Procedure:

From time to time, as it deems necessary, the State Personnel Board (Board) may establish additional classes and divide, combine, alter or abolish existing classes. In establishing, altering, or abolishing classes, the Board shall consider the recommendations of the Department of Personnel Administration (DPA). When those actions are taken, the Board shall determine in each instance whether positions affected are to be reallocated to another class or classes after taking into account the duties and responsibilities, qualifications, performance standards, and other related criteria before and after the change, and shall determine the status of the probationary and permanent employees affected.

Additionally, as the Board does not have the authority to grant status to temporary authorization (TAU) or limited term (LT) employees, staff should determine that there are no TAU or LT employees in the class or that these employees can be otherwise accommodated.

When the above occurs, the DPA issues a Pay Letter instructing departments of the changes and what actions, if any, to take. When a class is slated to be abolished, the SPB/DPA may allow current incumbents to remain in that class and not abolish it until the last person leaves the class. No new appointments can be made into that classification on or after the date of SPB action. Classes are identified in the DPA Pay Scales with Footnote 24.

The DPA performs an annual class abolishment review. Using a list of classes provide by State Controllers Office, this process involves a review of civil service classes which have been vacant for the last 18 months and no further use is anticipated. Departments are surveyed for their input and classes identified are proposed for abolishment. The DPA puts together a Board Item to the SPB requesting abolishment of said classes. When approved, a Pay Letter will be issued by the DPA informing departments.

Office of Personnel Operations: It is recommended that a program within ABMS provide a procedure to flag abolished classifications. The C&P analyst would post the pay letter information for future classification and pay issues.

Attachments: None